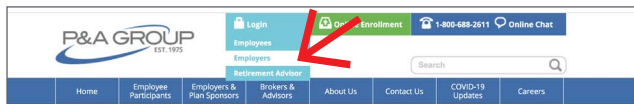


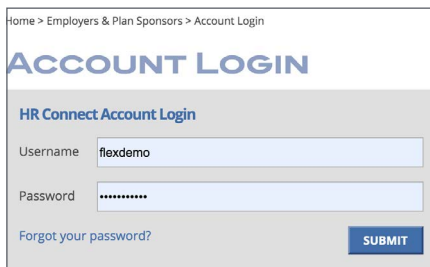
Order Benefit Cards for your employees through P&A's secure employer portal, [HR Connect](http://www.padmin.com). You can replace participants' cards, or order additional cards for their dependents. Follow the steps below to log into your HR Connect account and order a Benefits Card.



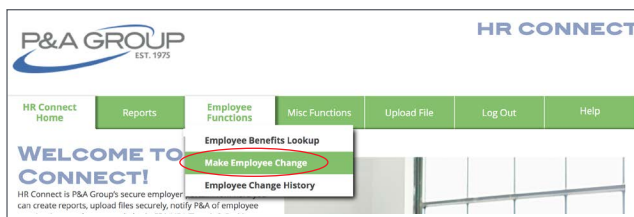
1. Log into HR Connect at www.padmin.com and select Employers from the login drop down menu.



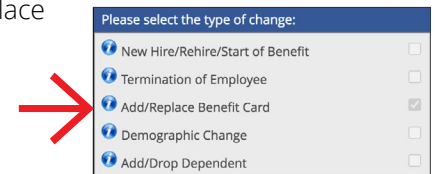
2. In the HR Connect login box, enter your username and password.



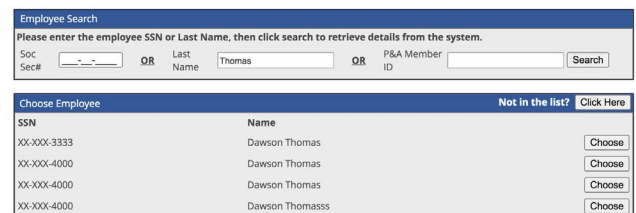
3. Once you're logged into HR Connect, select Make Employee Change from the Employee Functions drop down menu.



4. Select Add/Replace Benefit Card.



5. Look up the employee by Social Security Number, last name or member ID and choose the employee from the drop down list.



6. Click the employee or dependent's name and select Order Dependent Card or Replace Selected Card(s).

